



## DEPARTMENT OF THE ARMY

U.S. ARMY RECRUITING BATTALION TAMPA  
3350 BUSCHWOOD PARK DRIVE, SUITE 140  
TAMPA, FLORIDA 33618-4312

REPLY TO  
ATTENTION OF

Office of the Command Sergeant Major

Sergeant John Doe

Address

City, State, Zip

Dear \_\_\_\_\_ :

Welcome to the United States Army Tampa Recruiting Battalion. It is a pleasure to welcome you. We are a proud organization dedicated to providing outstanding support to the United States Army. I am sure you will find your assignment challenging, rewarding and enjoyable.

SFC \_\_\_\_\_ is your sponsor and will assist you in settling into your new assignment. Enclosed is a fact sheet that may be useful and a list of people you may contact to obtain more information or additional help with your move. You can go online for more information about the battalion at [www.dmdc.osd.mil](http://www.dmdc.osd.mil) and click on DOD Community, Activity Locators, SITES, then View Information On Installations. Another source is the battalion web site at <http://www.usarec.army.mil/2ndbde/3nbn/>. You are scheduled for assignment at the \_\_\_\_\_ Recruiting Station. Upon your arrival, you will receive our orientation briefing. **You are not to make any housing arrangements until you inprocess into the battalion.** Once your station assignment is verified, I recommend you establish your household near the recruiting station to maximize your family time and your impact on the local community. Your sponsor can be reached at \_\_\_\_\_ for assistance in preparation for this assignment.

Again, I am pleased that you are joining us and I look forward to your arrival. If I may be of assistance, please don't hesitate to contact me at (813) 935-3398/3974.

Sincerely,

Command Sergeant Major, USA